



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1001.27
N13
9 JAN 2013

OPNAV INSTRUCTION 1001.27

From: Chief of Naval Operations

Subj: POLICY AND PROCEDURES FOR RESERVE COMPONENT SAILORS
SERVICE BEYOND 16 YEARS OF ACTIVE-DUTY SERVICE

Ref: (a) SECNAVINST 1800.2
(b) 10 U.S.C.
(c) DoD Instruction 1215.06 of 7 February 2007
(d) SECNAVINST 1770.3D
(e) CNO WASHINGTON DC 090049Z APR 11 (NAVADMIN 124/11)

Encl: (1) Glossary of Definitions and Terms
(2) Decision Tree for 16-Year and Sanctuary Waiver Requests
(3) Process Procedures for 16-Year Exception to Policy Waivers and Sanctuary Requests (with Sample Formats for Sanctuary Requests and 16-Year Waiver Requests)
(4) Decision Tree for ADT Waiver Requests
(5) Process Procedures for 29-Day ADT Orders for Reserve Sailors over 17.5 Years Total Active Service or Earn a Regular Retirement (with Sample Formats for ADT Waiver Requests)

1. Purpose. To issue policy and procedural requirements regarding Reserve Component (RC) Sailors performance of active duty beyond 16 years of cumulative active-duty service. This instruction establishes policy and procedures for commands and organizations that issue active-duty orders or source reserve personnel to requirements to ensure all entry into sanctuary or earning of a regular retirement is the result of planned actions necessary to meet the needs of the Navy.

2. Scope. This instruction applies to cases of reserve Sailors (officer and enlisted) performing active duty in excess of 16 years cumulative active duty. This instruction does not apply to full-time support Sailors.

3. Definitions. Refer to enclosure (1).

4. Background

a. Per references (a) and (b), a member of the RC who is on active duty, other than for training, and is within 2 years of becoming eligible for retired pay or retainer pay under a military retirement system, other than the retirement system under reference (b), chapter 1223, may not be involuntarily released from that duty before they become eligible for that pay, unless the release is approved by the Secretary of the Navy (SECNAV). This threshold of attaining 18 years of cumulative active-duty service is commonly known as entering "sanctuary."

b. All active-duty orders including active duty for training (ADT), annual training (AT), active duty for special work (ADSW), mobilization (MOB), Presidential Reserve Call-up (PRC), and active-duty recall (Military Personnel Navy (MPN) and Reserve Personnel Navy (RPN)) are included in the calculation of a 20-year active-duty retirement.

c. Per references (a) and (c), training type orders do not trigger the sanctuary provision of reference (b).

5. Discussion

a. Prudent and effective use of reserve manpower necessitates a method to identify and utilize reserve Sailors who have accumulated 16 or more cumulative years of active-duty service.

b. To maximize the effectiveness of taxpayer dollars, the Navy developed a process to determine whether reserve Sailors should perform qualifying service beyond 18 years cumulative active-duty service, thereby incurring an obligation from the Navy for a regular retirement or retainer pay. Due to current data system limitations, it is difficult to accurately and definitively state a Sailor's cumulative active-duty service. For that reason, Navy instituted a waiver submission process for any reserve Sailor performing qualifying service beyond 16 years cumulative active-duty service. Since 2007, the Director, Military Personnel Plans and Policy Division (OPNAV (N13)) has been the authority for granting approval for reserve personnel

to serve on active duty beyond 16 years cumulative active-duty service, commonly referred to as the "sanctuary process." This instruction provides guidance on the submission, review, and decision process. Additionally, this instruction establishes policy and implements a process for the screening of individuals with greater than 17.5 years cumulative active-duty service requested to be ordered to active duty under ADT.

c. Certain members of the RC with over 16 years of cumulative active-duty service possess unique skills, which at times, the Active Component (AC) may lack in either capability or capacity to meet mission requirements. In other instances, these reserve Sailors volunteer to meet special work or special project requirements in order to fill short-term Navy needs. Balancing the needs of the Navy, the unique skill sets provided by reserve Sailors, and the volunteerism provided by reserve Sailors against the cost to the Navy of retired and retainer pay and end strength limitations is the responsibility of OPNAV (N13).

d. This policy will afford reserve members the opportunity to serve while allowing the Navy to meet mission requirements within the guidelines of statutory limitations. In addition, this instruction addresses the authority and responsibility to govern the accumulation of active-duty service by reserve personnel on ADT orders that have the potential to earn a regular retirement to which they would not otherwise be entitled. It provides a process to make timely determinations of manpower shortfalls requiring RC sourcing in order to give qualified RC Sailors a predictable continuity of service and enables effective long-term assignment. Governing all active-duty retirements of reserve personnel allows for proper planning and budgeting.

e. Sixteen-year and sanctuary waivers shall be requested by the supported command, not individual Sailors, for specific training and mission requirements, per enclosures (2) and (3).

f. Regular retirement for active-duty members are planned and budgeted events. Reserve Sailors earning of a regular retirement creates an unplanned expense for Navy which is to be minimized and approved in only the most unique of circumstances.

6. Policy. Only reserve Sailors possessing unique skills and meeting critical needs of the Navy (either lack of capability or capacity) will be approved to enter sanctuary.

a. To meet this intent, all requests for reserve Sailors to receive active-duty orders will be screened to determine if the Sailor has 16 or more years cumulative active-duty service. This screening will be conducted for requests regarding ADT, ADSW, MOB, PRC, and active-duty recall (MPN and RPN) orders.

(1) Commands requesting non-training orders (ADSW, MOB, PRC, and active-duty recall (MPN or RPN)) for reserve Sailors with 16 or more years cumulative active-duty service must seek permission from OPNAV (N13), per enclosures (2) and (3), prior to issuance of orders. Per reference (a), non-training orders that will take members to, or beyond, 18 years of cumulative active-duty service will not be issued without prior coordination and authorization from OPNAV (N13).

(2) Commands requesting ADT orders for reserve Sailors with 16 or more years cumulative active-duty service will be screened. Orders will not be issued for greater than 29 days per fiscal year for reserve Sailors with 17.5 or more years cumulative active-duty service unless authorized by OPNAV (N13), per enclosures (3) and (4). Only in exceptional circumstances should a waiver be sought. Per reference (a), training type orders will not make Sailors eligible for sanctuary, however all active-duty periods accrue time for retirement purposes.

b. A Naval Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) cumulative active-duty service screening may only be requested by the order issuing authority (OIA) or sourcing agent.

c. Prior to requesting a waiver, all reserve personnel subject to screening control (greater than 16 years cumulative active-duty service) will sign a NAVPERS 1070/613 Administrative Remarks acknowledging that they have reviewed and verified the accuracy of their cumulative active-duty service. It is incumbent on the RC Sailor to ensure the accuracy of their active-duty service to enable waiver or sanctuary consideration.

d. Approval of a 16-year waiver does not imply intent to allow reserve Sailors to exceed 18 years of cumulative active duty-service and enter sanctuary. If it is determined that a reserve Sailor has entered sanctuary without the approval of OPNAV (N13), involuntary release from active duty via the Secretarial process may be pursued.

7. Responsibilities

a. The Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) shall:

(1) Establish and implement procedures to manage issuance of orders for RC Sailors who apply for active-duty orders (other than for training) when they have accumulated over 16 years of cumulative active-duty service.

(2) Establish and implement procedures to manage the issuance of orders for RC personnel who apply for active-duty orders via ADT when they have accumulated over 16 years cumulative active-duty service.

(3) Maintain records of those members who have applied for waivers of the 16-year and sanctuary policy, per reference (a).

(4) Maintain instructions on how to apply for orders for situations where the prospective fill has greater than 16 years cumulative active-duty service.

b. OPNAV (N13) shall be the decision authority for supported command policy waiver requests as follows:

(1) Non-training type orders which would result in the Sailor accruing 16 or more years cumulative active-duty service.

(2) ADT requests for reserve personnel with 17.5 or more years cumulative active-duty service that would accumulate over 29 days per fiscal year.

(3) Any request for reserve personnel who may potentially accumulate 20 years of cumulative active-duty service.

c. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), Operations (N3) and NAVPERSCOM, Individual Ready Reserve (IRR) Mobilization and Force Management Branch (PERS-93) shall process ADT orders up to 29 cumulative days per fiscal year for reserve Sailors. Requests for orders in excess of 29 days per fiscal year for reserve Sailors that will exceed 17.5 years of cumulative active-duty service or result in the earning of a regular retirement shall be referred to OPNAV (N13) for approval or disapproval.

d. NAVPERSCOM, Reserve Augmentation Division (PERS-4G) and NAVPERSCOM (PERS-9) shall screen all requests for ADSW, MOB and recall orders to confirm that orders are not written for reserve Sailors who meet the criteria set forth in paragraph 7b without an approved waiver.

e. NAVPERSCOM (PERS-9) shall calculate cumulative active-duty service for each waiver request.

f. OIAs, as defined in enclosure (1), shall issue active-duty orders for RC personnel. Orders for RC personnel who have not been screened and who have not received the appropriate waiver approval shall not be issued.

g. Supported commands, with the support of their operational support officers (OSO), shall forward or submit 16 year waivers, 17.5 year waivers and sanctuary requests. Sanctuary requests shall only be forwarded for reserve personnel who possess critical and unique skills to meet critical requirements. Any reviewer in the requester's chain of command has disapproval authority. Commands and organizations shall determine an individual's cumulative active-duty service prior to requesting a waiver. Screening members' records and determining their cumulative active-duty service ensures that reserve personnel who will meet or exceed 18 years of active duty on non-training orders are planned and budgeted additions to the total force. Additionally, screening members with greater than 17.5 years cumulative active-duty service being considered for active-duty training-type orders will ensure the earning of a regular retirement is a result of deliberate policy and process.

8. Action

a. OIA will ensure all non-training type order requests comply with the waiver requirements of this instruction prior to issuing orders. If a reserve Sailor is being requested for non-training type orders (e.g., ADSW or MOB) and has over 16 years cumulative active-duty service, either a 16 year waiver or a sanctuary waiver will be submitted as applicable. All commands requesting applicants for active-duty orders (other than for training) are subject to this instruction and will follow the application process outlined in enclosure (2) and formatted per enclosure (3). Sixteen years cumulative active-duty service is used as the basis to begin cumulative active-duty service screening of applicants' records to ensure an orderly and approved approach for continued service on active-duty service to the Navy. For MPN or RPN definite recall requests, NAVPERSCOM (PERS-9) will review the reserve candidate's information to ensure proposed recall orders will not be written for reserve personnel over 16 years of cumulative active-duty service, nor put RC personnel in sanctuary without OPNAV (N13) approval.

b. NAVPERSCOM (PERS-9) will track the accumulation of cumulative active-duty service and identify at least annually to COMNAVRESFORCOM reserve Sailors who exceed 16 years cumulative active-duty service.

c. COMNAVRESFORCOM shall monitor identified Selected Reserve and Voluntary Training Unit (VTU) personnel with over 16 years cumulative active-duty service.

d. NAVPERSCOM (PERS-93) shall monitor this population for the remainder of the IRR (non-VTU).

e. COMNAVRESFORCOM (N3) will screen ADT requests and orders for Selected Reserve and VTU Sailors with 17.5 or more years of cumulative active-duty service. NAVPERSCOM (PERS-93) will conduct this screening for the remaining population of the IRR. ADT orders for individuals with greater than 17.5 years cumulative active-duty service will not be granted for over 29 cumulative days per fiscal year. In rare cases where the unique skills of the individual and the needs of the Navy warrant, waivers concerning reserve Sailors with over 17.5 years

cumulative active-duty service; and ADT orders that would accumulate over 29 days per fiscal year or for Sailors who may potentially accumulate 20 years of cumulative active-duty service may be submitted to OPNAV (N13), per enclosures (4) and (5), for decision. Waivers must be approved by OPNAV (N13) prior to the approval of ADT orders.

f. NAVPERSCOM (PERS-4G) will screen ADSW or MOB requests and orders for reserve personnel with 16 or more years of cumulative active-duty service to ensure reserve personnel who may potentially accumulate 18 years of cumulative active-duty service receive approval from OPNAV (N13) prior to the issuance of ADSW or MOB orders.

g. Reserve personnel who are injured in the line of duty on active-duty orders over 30 days may be placed on further active-duty orders for medical hold, per references (d) and (e). If a reserve Sailor has over 18 years cumulative active-duty service, there is potential to accumulate cumulative active-duty service for regular retirement. References (d) and (e) outline specific guidance to reserve personnel and commands on qualifications for various order designations when injured in the line of duty and are the primary sources to consult. It is not the Navy's intent to have members attain a regular retirement from orders written per reference (b), subsection 12301(h). NAVPERSCOM (PERS-9) and (PERS-4G) will ensure that other methods to comply with legal obligations to Sailors are utilized prior to issuing these orders to Sailors who require care after their initial orders are completed.

9. Records Management. Records created as a result of this notice, regardless of media and format, shall be managed per SECNAV Manual M-5210.1 of January 2012.

10. Forms

a. The following forms are available for download from Naval Forms OnLine at

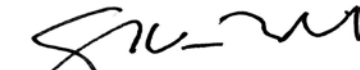
<http://navalforms.documentservices.dla.mil/>:

(1) NAVPERS 1070/613 Administrative Remarks (page 13)

(2) NAVPERS 1810/1 Navy Reserve Retirement Point Capture

OPNAVINST 1001.27
9 JAN 2013

b. NAVPERS 1070/855 Candidate's Annual Retirement Point Record/Annual Statement of Service History (ARPR/ASOSH) is available for download from Bureau of Naval Personnel Online at <https://www.bol.navy.mil/>.



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Distribution:
Electronic only, via Department of the Navy Issuances Web site
<http://doni.documentservices.dla.mil>

GLOSSARY OF DEFINITIONS AND TERMS

1. Active Duty for Special Work (ADSW). A voluntary set of non-training orders per reference (b), subsection 12301(d). The ADSW program supports special projects, exercise-related functions and emerging, unplanned requirements. ADSW is an authorized tour of active duty for RC personnel from applicable military or reserve appropriations to support AC or RC programs, respectively. These orders count towards years of total service and could potentially lead to sanctuary.
2. Active Duty for Training (ADT). A category of active duty that is intended to be used to provide structured individual and or unit training, including on-the-job training or educational courses to RC members. The primary purpose of ADT is to provide individual and or unit readiness training.
3. Annual Training (AT). A training period of not less than 14 days and not more than 29 days required for satisfactory participation in the Ready Reserve, per reference (b), section 10147. These orders do not trigger sanctuary, but the active-duty time accrues towards cumulative active-duty service. Specific AT policy is provided in COMNAVRESFORCOM's annual Fiscal Year Force Execution Guidance notice.
4. Cumulative Active-Duty Service. Also referred to as "total active service." Is the total number of active-duty years, months, and days that a Sailor has accumulated over a career. This number is comprised of active duty performed on active-duty orders of any type, including both training and non-training orders.
5. Military Personnel Navy (MPN) Recall Candidate. Reserve Sailors on, or being considered for, a definite recall to active duty with MPN funding allocation.
6. Navy Reserve Order Writing System (NROWS). The NROWS application is a Web-enabled process used for application, approval, and delivery of orders and travel itineraries for AT or ADT and possibly recall orders.
7. Operational Support Officer (OSO). The OSO functions as the principal Navy Reserve advisor to the Navy and joint commands including, but not limited to, the major staffs and serves as

the liaison between the regional RC commanders, Navy Operational Support Centers, reserve units, individual selected reservists, and active commands. The OSO communicates the concerns and priorities of Navy and joint commanders to the supporting RCs while also articulating the procedures and processes for optimizing RC support.

8. Order Issuing Authority (OIA). Any organization that issues active-duty orders for Navy Reserve personnel. For ADSW and MOBs, the OIA is NAVPERSCOM (PERS-4G). For MPN and RPN definite and indefinite recalls, the OIA is NAVPERSCOM, Affiliation and Re-Designation Division (PERS-92). For the active status pool (ASP), the OIA is NAVPERSCOM (PERS-93). MPN and RPN recalls are written per reference (b). COMNAVRESFORCOM (N3) is the approval authority for ADT and AT.

9. Regular Retirement or Retainer Pay. A retirement or retainer pay earned through at least 20 years of active service generally associated with continuous active-duty service. This entitlement is differentiated from a reserve retirement which begins benefits at age 60 (adjusted for service after 29 January 2008, per reference (b)). Active-duty personnel who attain 20 years cumulative active-duty service are eligible to immediately retire with pay and benefits.

10. Reserve Personnel Navy (RPN) Recall Candidate. Reserve Sailors on, or being considered for, a definite recall to active duty with RPN funding allocation.

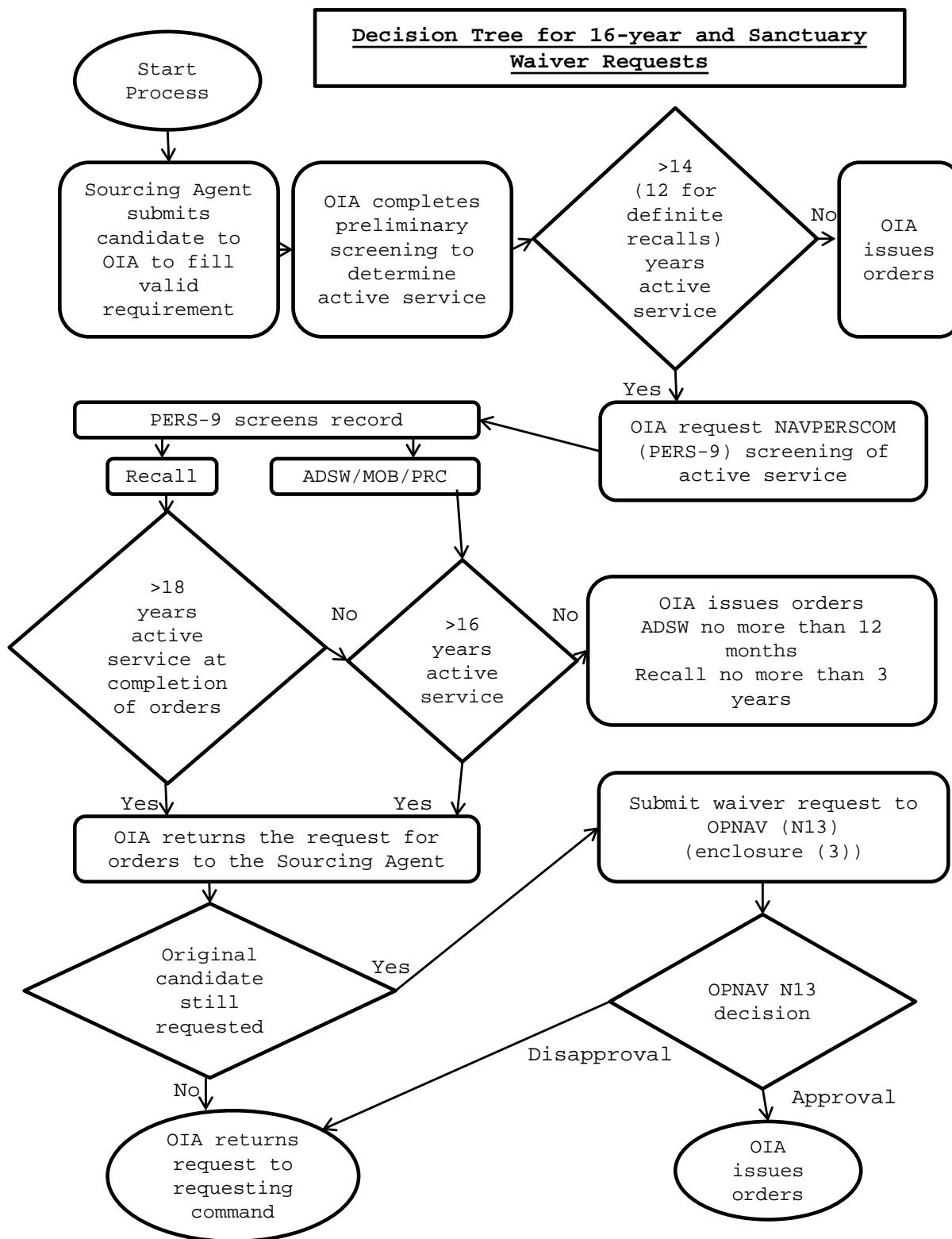
11. Sanctuary. A term used to define the time between when reserve personnel attain 18 years of cumulative active-duty service while on non-training active-duty orders, until member is eligible to retire at 20 years of cumulative active-duty service. Per reference (b), during this time period, the member may not be removed from active duty without authorization from the Military Department Secretary (i.e., SECNAV).

12. Sixteen-year Waiver. For the purpose of this instruction, used to describe the requirement to obtain permission from OPNAV (N13) prior to issuing non-training type orders for reserve Sailors with 16 or more years of cumulative active-duty service. Designed to prevent the inadvertent accumulation of 18 or more years cumulative active-duty service.

13. Seventeen and One-half-year Waiver. For the purpose of this instruction, used to describe the requirement to obtain permission from OPNAV (N13) prior to issuing ADT orders for reserve Sailors with 17.5 or more years of cumulative active-duty service who would also exceed 29 days ADT per fiscal year or become eligible for a regular retirement. The waiver requirement is designed to prevent the inadvertent accumulation of active-duty service that would earn an unplanned regular retirement.

14. Sourcing Agent. For the purpose of this instruction, COMNAVRESFORCOM is the ultimate provider of Selected Reserve Sailors to meet requirements. OSOs, who normally represent the supported command, often select individuals and provide by name requests to meet specific requirements, when applicable as defined by this instruction, these actions must be coordinated to determine uniqueness of the Sailor's skill set and the criticality of the requirement.

15. Supported Command. A command that is requesting a reserve Sailor to serve on active-duty orders to fulfill a valid requirement at, or in support of the command.



PROCESS PROCEDURES FOR 16-YEAR EXCEPTION TO POLICY WAIVERS AND
SANCTUARY REQUESTS (WITH SAMPLE FORMATS FOR SANCTUARY REQUESTS
AND 16-YEAR WAIVER REQUESTS)

1. Sourcing agent (OSO representing the supported command, supported command, etc.) submits a candidate requiring a 16-year waiver or sanctuary request to OIA to fill a valid requirement.
2. OIA completes preliminary screen of candidate's service record to determine amount of cumulative active-duty service. OIA uses statement of service history and other pertinent and available resources to assist in the determination process.
3. If the preliminary screen reveals that the candidate has less than 14 years of cumulative active-duty service, OIA issues orders.
4. If the preliminary screen reveals that the candidate has more than 14 years of cumulative active-duty service (or 12 years for MPN or RPN recalls), OIA requests that NAVPERSCOM (PERS-9) screen member's complete record and provide an official calculation of cumulative active-duty service.
5. NAVPERSCOM (PERS-9) screens candidate's record and report findings to OIA regarding the amount of cumulative active-duty service that the member has accrued.
6. If NAVPERSCOM (PERS-9) has determined that the member will have less than 16 years of cumulative active-duty service (12 years for MPN or RPN recalls) as of the start date of the requested active-duty orders, or if, in the case of RPN recall orders, the orders will not allow the member to exceed 18 years of cumulative active-duty service, OIA issues orders for not more than 12 months, or 3 years in the case of MPN or RPN recalls. For recalls which can be extended up to 5 years, a new cumulative active-duty service calculation needs to be conducted to ensure that a Sailor will not exceed 18 years of cumulative active-duty service without a waiver.
7. If NAVPERSCOM (PERS-9) has determined that the member has more than 16 years of cumulative active-duty service as of the start date of the requested active-duty orders, or if the orders will take the reserve Sailor to 18 years of cumulative active-

duty service, the OIA notifies the sourcing agent and offers to return the request for orders for this candidate to the sourcing agent or supported command, as applicable.

8. The sourcing agent may either submit a new candidate who has not accumulated 16 years or more of cumulative active-duty service to fill the requirement or submit the appropriate waiver request using the standardized format provided in this enclosure to the OIA.

9. If the sourcing agent submits a new candidate to fill the requirement, the screening process recommences.

10. If the sourcing agent endorses the candidate, then he or she must submit a waiver request to OPNAV (N13), via the OIA. The waiver request must contain the following information to be considered a valid request:

a. Waiver request letter (per format provided in page 5 of this enclosure) shall contain information pertinent to sanctuary determination and the billet requirement. Data requirements include, but are not limited to, name, rank, designator or Navy enlisted classification (NEC) code, last four digits of the Social Security number (SSN), year and month of birth, validated requirement number, ultimate duty station information, billet title, applicable dates, and previous active duty since 2004. If not mentioned elsewhere, include type of orders the member was recalled under (e.g., reference (b), section 12302 or section 12301(d)). For sanctuary candidates, request must identify critical or unique skills that necessitate approval of a sanctuary waiver which will result in a regular retirement for the Sailor being requested. Justification must be provided stating why another reserve Sailor who does not impact sanctuary cannot fill requirement.

b. For both 16-year waiver and sanctuary requests, the supported command submits the waiver request and endorsement on command letterhead. Command endorsement must include a specific justification for filling the requirement with this particular candidate (i.e., why the candidate is the only qualified member in the RC inventory). For sanctuary requests, it must also include a specific plan detailing how the Navy will employ the Sailor until they reach the date of retirement eligibility.

Officer or enlisted community managers, and or appropriate detailers, normally are responsible for determining an appropriate plan as applicable. Both 16-year and sanctuary requests must be endorsed by the first flag officer in the chain of command prior to submitting to OPNAV (N13) via OIA (NAVPERSCOM (PERS-4G or PERS-92)). Any reviewing commander or commanding officer in the chain of command has disapproval authority.

c. NAVPERS 1070/855 Candidate's Annual Retirement Point Record/Annual Statement of Service History (ARPR/ASOSH).

d. NAVPERSCOM (PERS-9) written verification of member's cumulative active-duty service.

e. COMNAVRESFORCOM, Manpower and Personnel (N1) determination of current Navy Reserve personnel inventory reasonably available to adequately fulfill the requirement. This may be requested in an e-mail.

f. NAVPERS 1070/613, including verification of member's cumulative active-duty service, signed by member.

11. After the sourcing agent submits a waiver request to the OIA, the OIA reviews the package to determine if it is a valid and complete waiver request, ensuring that all portions of the package, as specified above, are included.

12. If it is determined the waiver package is incomplete, the OIA will coordinate with the sourcing agent, or supported command, to obtain the necessary information. The OIA will ensure the supported command understands the package is not formally accepted until all required documents are submitted.

13. If the sourcing agent cannot provide the necessary information, the OIA denies the request due to insufficient information and returns it to the supported command.

14. Once the OIA ensures that the sourcing agent has submitted a valid waiver request, the OIA forwards the package to OPNAV (N13) for approval determination, in proper format, using the appropriate template provided in this enclosure. In the case of 16-year waivers, OIA will ensure that requested orders timeframe, including all leave and respite allowable, will not

risk member unintentionally attaining sanctuary. For sanctuary requests, the OIA will obtain an opinion from the appropriate community manager regarding long term need for the individual.

15. OPNAV (N13) will review the 16-year waiver or the sanctuary request and make a determination on the command's request.

16. If OPNAV (N13) approves the 16-year waiver or sanctuary waiver request, the OIA will be notified for order issuance.

17. If OPNAV (N13) disapproves the 16-year or sanctuary waiver request, the OIA and sourcing agent will be notified and provided an electronic copy of the disapproval.

OPNAVINST 1001.27
9 JAN 2013

SAMPLE OVER 16 YEAR POLICY/SANCTUARY ACTIVE-DUTY ORDERS
(ADSW/MOB/RECALL) WAIVER REQUEST ON SUPPORTED
COMMAND'S LETTERHEAD

1000
Code/Serial
DD MMM YYYY

From: Supported Command
To: Director, Military Personnel Plans and Policy Division
(N13)
Via: (1) First Flag in the Supported Command's Chain of
Command
(2) Commander, Navy Personnel Command (PERS-4G or PERS-9,
as appropriate)
Subj: REQUEST FOR A WAIVER OF OVER 16 YEARS CUMULATIVE ACTIVE
DUTY SERVICE/SANCTUARY FOR [(ACTIVE DUTY FOR SPECIAL
WORK (ADSW)/MOBILIZATION (MOB)/RECALL] ICO (RANK, NAME,
SERVICE, SSN (LAST FOUR)/DESIG)
Ref: (a) OPNAVINST 1001.27
Encl: (1) Member's Active Statement of Service History (ASOSH)
(2) Most Recent NAVPERS 1810/1 Navy Reserve Retirement
Point Capture
(3) Requirement Information Sheet
(4) E-mail from COMNAVRESFORCOM (N1) addressing available
inventory

1. Per reference (a), request waiver of the 16 years cumulative
active-duty service limitation to active-duty orders (or request
sanctuary, as appropriate).

2. Waiver requested as follows:

a. Requirement name and reference number:

- (1) Requested start date and end date
- (2) Total number of days

OPNAVINST 1001.27
9 JAN 2013

Subj: REQUEST FOR A WAIVER OF OVER 16 YEARS CUMULATIVE ACTIVE
DUTY SERVICE/SANCTUARY FOR SPECIAL WORK (ADSW/
MOBILIZATION (MOB)/RECALL ICO (RANK, NAME, SERVICE, SSN
(LAST FOUR)/DESIG)

b. Justification and or description of duties and critical
and or unique skill sets:

c. Funding source data (MPN, RPN or Reimbursable):

d. Is member currently on active-duty orders? If so, what
type (ADSW, Voluntary or Involuntary MOB, MPN or RPN Recall),
which command and the start and end dates?

e. Is it expected that this requirement will continue
beyond the end date of this request? If so, will the command be
requesting an extension?

f. What active-duty orders has member been on since October
2004? Please give start and end dates and type of orders (refer
to question 2d).

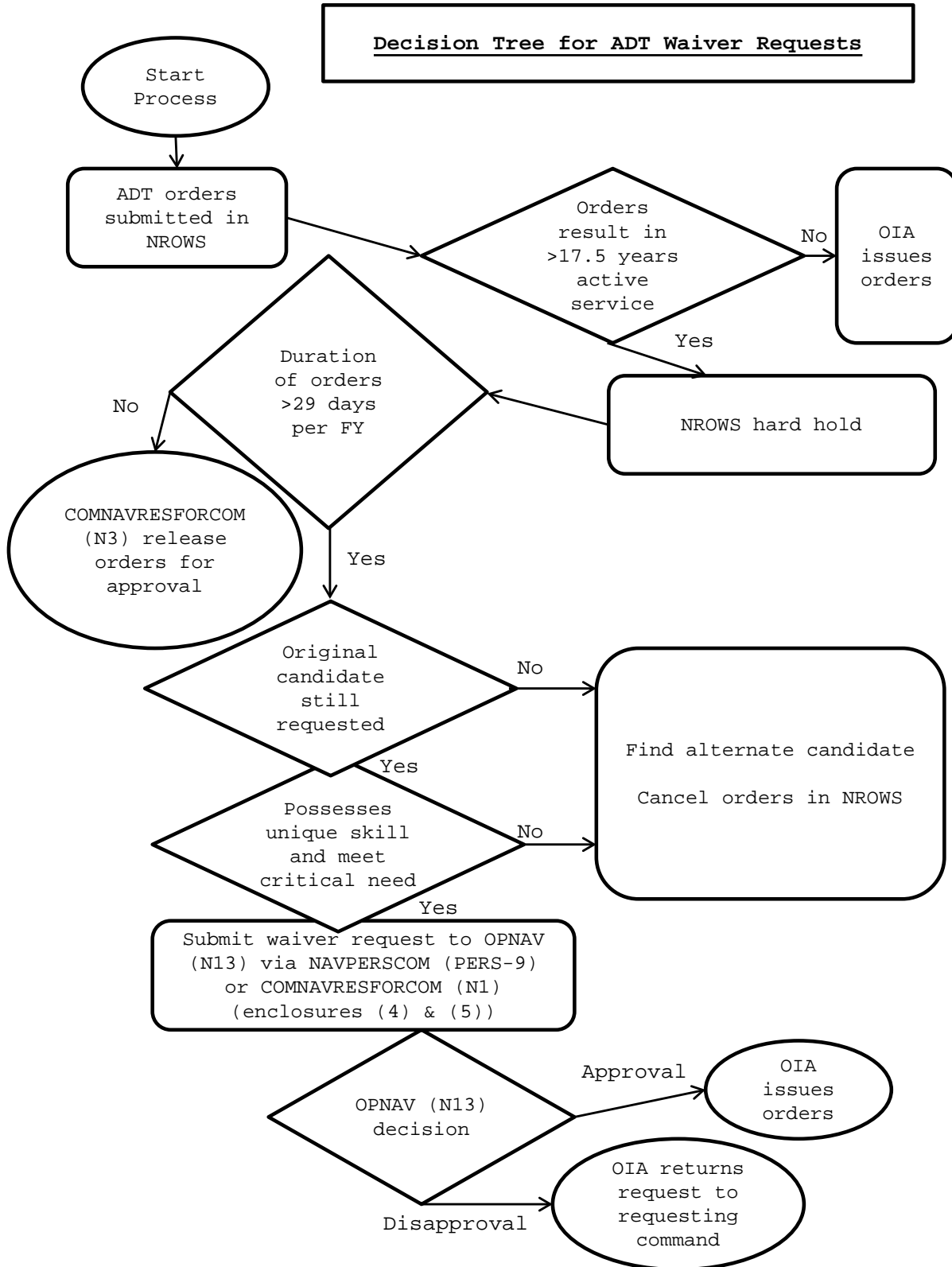
g. Member's age at time of request.

h. Is member fully medically ready?

i. Requesting command point of contact.

//CO's SIGNATURE//

FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE: Any misuse or
unauthorized disclosure of this information may result in both
criminal and civil penalties.



PROCESS PROCEDURES FOR 29-DAY ADT ORDERS FOR RESERVE SAILORS
OVER 17.5 YEARS TOTAL ACTIVE SERVICE OR EARN A REGULAR
RETIREMENT (WITH SAMPLE FORMATS FOR ADT WAIVER REQUESTS)

1. At least annually, NAVPERSCOM (PERS-9) will provide COMNAVRESFORCOM a list of reserve Sailors with greater than 16.0 years cumulative active-duty service.

2. NROWS will be programmed to hard hold ADT orders for reserve Sailors that will exceed 17.5 years of cumulative active-duty service.

3. Hard held orders will be received and reviewed at the Headquarters Waiver office at COMNAVRESFORCOM, Force Travel (N33).

4. OPNAV (N13) delegates approval authority to COMNAVRESFORCOM for any ADT orders concerning Sailors that will not exceed 17.5 years cumulative active-duty service. Additionally, COMNAVRESFORCOM is delegated approval authority for all ADT of less than 29 days per fiscal year that will not cause earning of a regular retirement. COMNAVRESFORCOM (N3) shall notify OPNAV (N13) of any hard held orders which are pending action.

5. In cases where the requested Sailor will exceed 17.5 years cumulative active-duty service and more than 29 days per fiscal year are requested, the requesting command shall determine if the individual possesses unique skills and the requirement is critical to the Navy. Only in those circumstances should a policy waiver be pursued. Waivers may be sought from OPNAV (N13) via NAVPERSCOM (PERS-9) and COMNAVRESFORCOM (N1), per this instruction and enclosure. ADT waivers must contain the following to be considered valid:

a. Waiver request letter (in enclosed format) containing information pertinent to regular retirement determination and the billet requirement. Data requirements include: name, rank, designator or NEC, SSN, month and year of birth, validated requirement number, ultimate duty station information, billet title, applicable dates, and previous active duty since 2004. Request must state that member possesses critical or unique skills that necessitate approval of a regular retirement waiver which may result in a regular retirement. The sourcing agent or supported command submits the waiver request and endorsement on command letterhead. Command endorsement must include a specific

justification for filling the requirement with this particular candidate. ADT requests must be endorsed by the first flag officer in the chain of command prior to submitting to OPNAV (N13), via COMNAVRESFORCOM (N1) or NAVPERSCOM (PERS-93). Any reviewing commander or commanding officer in the chain of command has disapproval authority.

- b. NAVPERS 1070/855 which is obtained via BUPERS Online.
 - c. E-mail from NAVPERSCOM (PERS-9) verifying member's cumulative active-duty service.
 - d. NAVPERS 1070/613, verification of member's cumulative active service, signed by member.
6. If it is determined the waiver package is incomplete, OPNAV (N13), COMNAVRESFORCOM (N1) or NAVPERSCOM (PERS-9) will coordinate with the supported command to obtain the necessary information. COMNAVRESFORCOM (N1) or NAVPERSCOM (PERS-9) will ensure the supported command understands the package is not formally accepted until all required documents are submitted.
7. If the supported command cannot provide the necessary information, COMNAVRESFORCOM (N3) will deny the order request in NROWS and COMNAVRESFORCOM (N1) or NAVPERSCOM (PERS-9) will return the request to the supported command due to insufficient information.
8. If ADT waiver submitted to OPNAV (N13) is approved, orders shall be released in NROWS for normal processing and issuance. If OPNAV (N13) disapproves, the Sailor is not authorized to serve on requested orders.
9. Once COMNAVRESFORCOM (N1) or NAVPERSCOM (PERS-9) ensures that the supporting command has submitted a valid waiver request, COMNAVRESFORCOM (N1) or NAVPERSCOM (PERS-9) forwards the package to OPNAV (N13) for decision.
10. OPNAV (N13) will review the waiver and make a determination on command's request. If OPNAV (N13) approves the waiver, COMNAVRESFORCOM (N3) will be notified to release the orders in NROWS for normal processing and issuance. If OPNAV (N13) disapproves and notifies COMNAVRESFORCOM (N3), the orders in NROWS are not released.

OPNAVINST 1001.27
9 JAN 2013

SAMPLE DETERMINATION REQUEST FOR APPROVAL OF ADT EARNING REGULAR
RETIREMENT/RETAINER PAYON ENDORSING COMMAND'S (OIA) LETTERHEAD

1000
Code/Serial
DD MMM YYYY

From: Commander, Supported Command
To: Director, Military Personnel Plans and Policy Division
(OPNAV (N13))
Via: (1) Commander, Naval Personnel Command Reserve Personnel
Management (PERS-9)
(2) Commander, Navy Reserve Forces Command (N1)
Subj: APPROVAL DETERMINATION FOR ACTIVE DUTY FOR TRAINING (ADT)
ORDERS POTENTIALLY EARNING [REGULAR RETIREMENT/RETAINER
PAY (select as appropriate)] ICO (RANK, NAME, SSN
(LAST FOUR)/DESIG)
Ref: (a) OPNAVINST 1001.27
Encl: (1) Command Request, to include NROWS Tracking Number
with any pertinent enclosures
(2) NAVPERS 1070/613 of DD MMM YYYY ICO (rank and name)
(3) Cumulative Active-Duty Service statement ICO (rank
and name) (obtainable from NAVPERSCOM (PERS-92))

1. Per reference (a), enclosures (1) through (3) are forwarded with a request for determination permitting the issuance of ADT orders potentially earning [regular retirement or retainer pay] for (rank and name).

2. (Rank and name) has accumulated __ years, __ months and __ days of cumulative active-duty service as of DD MMM YYYY, per enclosure (3). (Rank and name) is currently (on or not on) active-duty orders. If the request to permit continuation on active duty is approved and ADT orders issued, (rank and name) will have accumulated __ years, __ months and __ days of cumulative active-duty service at the end of those orders. As a result, the member will potentially become eligible for regular retirement eligibility.

OPNAVINST 1001.27
9 JAN 2013

Subj: APPROVAL DETERMINATION FOR ACTIVE DUTY FOR TRAINING (ADT)
ORDERS POTENTIALLY EARNING [REGULAR RETIREMENT/RETAINER
PAY (select as appropriate)] ICO (RANK, NAME, SSN
(LAST FOUR)/DESIG)

3. Point of contact is representative at (757) 322-XXXX, DSN:
262-XXXX, first.lastname@navy.mil.

//SIGNATURE//

Copy to:
Commander, Navy Reserve Forces Command (N3)

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unauthorized disclosure of this information may result in both
criminal and civil penalties.

OPNAVINST 1001.27
9 JAN 2013

SAMPLE WAIVER REQUEST FOR ADT IN CASES OF OVER 17.5 YEARS
CUMULATIVE ACTIVE SERVICE AND GREATER THAN 29 DAYS PER FISCAL
YEAR ON SUPPORTED COMMAND'S LETTERHEAD

1000
Code/Serial
DD MMM YYYY

From: Supported Command
To: Director, Military Personnel Plans and Policy Division
(N13)
Via: (1) Commander, Naval Personnel Command Reserve Personnel
Management (PERS-9)
(2) Commander, Navy Reserve Forces Command (N1)
Subj: REQUEST FOR A WAIVER OF OVER 17.5 YEARS CUMULATIVE ACTIVE
DUTY SERVICE FOR ACTIVE DUTY FOR TRAINING (ADT) ICO
(RANK, NAME, SERVICE, SSN (LAST FOUR)/DESIG)
Ref: (a) OPNAVINST 1001.27
Encl: (1) Member's Active Statement of Service History (ASOSH)
(2) Most Recent NAVPERS 1810/1 Navy Reserve Retirement
Point Capture
(3) Requirement Information Sheet

1. Per reference (a), request waiver of the 16 years cumulative
active-duty service limitation to ADT orders (other than for
training).

2. Please address the following:

a. Requirement name and NROWS tracking number:

- (1) Requested start date and end date
- (2) Total number of days

b. Justification and or description of duties and critical
and or unique skill sets:

OPNAVINST 1001.27
9 JAN 2013

Subj: REQUEST FOR A WAIVER OF OVER 17.5 YEARS CUMULATIVE ACTIVE
DUTY SERVICE FOR ACTIVE DUTY FOR TRAINING (ADT) ICO
(RANK, NAME, SERVICE, SSN (LAST FOUR)/DESIG)

c. Funding source data (MPN, RPN or Reimbursable):

d. Is member currently on active-duty orders? If so, what
type (ADSW, Voluntary or Involuntary MOB, MPN/RPN Recall, or
AT), which command, and the start and end dates?

e. Is it expected that this requirement will continue
beyond the end date of this request (will the command be
requesting an extension)?

f. What active-duty orders has member been on since October
2004? Please give start and end dates and type of orders (refer
to question 2a).

g. Member's age at time of request.

h. Is member fully medically ready?

i. Requesting command point of contact.

//CO'S SIGNATURE//

Copy to:
Commander, Navy Reserve Forces Command (N3)

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criminal and civil penalties.